

SUBDIVISION OF RESIDENTIAL PROPERTIES

A CITIZENS' GUIDE TO WESTPORT'S PERMIT PROCESS

If you plan to:

- subdivide a parcel of land
- change an approved subdivision

Approval from the Planning and Zoning Commission is required. The subdivision application will be reviewed by the Planning and Zoning Commission at a public hearing.

First you will need:

- A survey map of the existing conditions of the property.
- A plan of the proposed subdivision

Prior to filing the required applications you should meet with a Planning and Zoning staff member.

The staff member will outline the approvals and documents that are required for a complete application.

A completed application must then be filed in the Planning and Zoning Office.

The application will be processed by the Planning and Zoning Staff.

The following are some of the reviews and approvals that may be required:

- If your project is located in the Town's coastal area (CAM), a coastal site plan review by the Conservation staff will be required.
- If there are wetlands or a watercourse on the property, the Conservation staff will review the project and make recommendations to the Planning and Zoning Staff. You may need approval from the Conservation Commission.
- If septic systems will be required to service the new lots, you will have to discuss the project with the Health District staff and obtain their approval.
- If the property is to be served by sewers, the plans for the sanitary sewer must be approved by the Town Engineer's office.
- You will have to obtain a drainage plan and have it reviewed by the Town Engineer's office.

You will be asked to attend a Code Enforcement Committee meeting. These meetings are held the second and fourth Tuesday at 9:00 A.M. The meetings are attended by staff members from the departments: Building, Engineering, Conservation, Health, and Planning and Zoning.

The Committee members review your application with you and advise you of items that will be needed in order to complete your applications.

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The Planning and Zoning Staff establishes the date for a public hearing before the 7 member Planning and Zoning Commission. These hearings are usually held at 7:30 p.m. on the first and third Thursday of each month. The neighbors within 250 feet of your property are sent notices to advise them of the hearing.

At the public hearing you are asked to describe your project. The seven Commission members and members of the public may ask you questions or make comments about your project.

The Planning and Zoning Commission usually makes a decision on an application within 3 weeks of the public hearing. A majority affirmative vote of the commission is required for an approval. You will be advised of the decision by registered mail.

If your subdivision is approved, you must file your approved map with the Town Clerk.

If the subdivision is not approved, you may want to meet again with the Planning and Zoning staff to determine if your project can be modified in order to obtain an approval.